

Subject: New Asset Management Workshop and Hands-On Training Offered in October
Audience: Finance Directors, Asset Custodians, Asset Accountants, Asset Managers

The SCEIS Team is pleased to announce two new Asset Management training opportunities. Both offerings present the same advanced information regarding Asset Management procedures, targeted for the needs of different audiences:

- **AM305W Workshop:** The full-day workshop offered October 24 will particularly address the needs of **Finance Directors, Asset Custodians, Asset Accountants and Asset Managers**. Participants will have opportunities for issues-and-answer discussion of the processes. This is not a hands-on class, but attendees will receive Certificates of Completion listing contact hours so that participants may submit this information appropriately for Continuing Professional Education (CPE) credit.
- **AM305 Training Course:** Full-day hands-on training classes in November will use the same course material and discussion forum, adding hands-on exercises to address the practical needs of **Asset Custodians, Asset Accountants, and Asset Managers**.

On the following pages, you will find details about the AM305W Workshop and the AM305 Training Course, including the name, description, target audience, date, location and links where potential students can request registration. **Please share this message with appropriate staff members in your agency to ensure they have an opportunity to take this important training.**

If you have any questions about the below SCEIS Training information, please email them to training@sceis.sc.gov.

AM305W: Workshop Information

Course ID/Title: AM305W – Advanced Asset Management: Issues and Answers Workshop

Description: This workshop covers specific issues incurred during year-end processing and includes asset transaction flow. In addition, new asset management functionality will be demonstrated.

Note: Certificates of Completion will be issued by email, indicating the contact hours so that participants may submit this information appropriately for CPE credit.

Target Audience:

- FI Directors, Asset Custodians, Asset Accountants, and Asset Managers

AM305W-01 – Workshop Details

Audience: FI Directors, Asset Custodians, Asset Accountants, and Asset Managers

Course Date: Wednesday, October 24, 2012

Course Time: 9:00 a.m. to 4:00 p.m.

Course Location: Adjutant General's Auditorium, 1 National Guard Road, Columbia

Driving directions: <http://sceis.sc.gov/location.aspx?id=3>

To request registration, complete the form at the following link:

<https://www.surveymonkey.com/s/Q37B8N3>

AM305: Training Course Information

Course ID/Title: AM305 – Advanced Asset Management: Issues, Answers and Exercises

Description: This course covers the process of managing agency assets in the Enterprise Core Component (ECC). The material will cover specific transactions such as ABZON, ABUMN, AB08, ABGL and ABGF. The course is intended to address specific asset-related scenarios including, but not limited to, found and donated assets, assets paid from the wrong GL, assets containing incorrect payment information on a time dependent tab, depreciations, credit memos and reports.

Target Audience:

- Asset Custodians, Asset Accountants, and Asset Managers

AM305-01 – Class Details

Audience: Asset Custodians, Asset Accountants, and Asset Managers

Course Date: Monday, November 5, 2012

Course Time: 9:00 a.m. to 5:00 p.m.

Course Location: Wade Hampton Building, Room B01-B, Columbia

Driving directions: <http://sceis.sc.gov/location.aspx?id=2>

To request registration, complete the form at the following link:

<https://www.surveymonkey.com/s/WVRCYT3>

AM305-02 – Class Details

Audience: Asset Custodians, Asset Accountants, and Asset Managers

Course Date: Wednesday, November 7, 2012

Course Time: 9:00 a.m. to 5:00 p.m.

Course Location: Wade Hampton Building, Room B01-B, Columbia

Driving directions: <http://sceis.sc.gov/location.aspx?id=2>

To request registration, complete the form at the following link:

<https://www.surveymonkey.com/s/WVRCYT3>

AM305-03 – Class Details

Audience: Asset Custodians, Asset Accountants, and Asset Managers

Course Date: Thursday, November 8, 2012

Course Time: 9:00 a.m. to 5:00 p.m.

Course Location: Wade Hampton Building, Room B01-B, Columbia

Driving directions: <http://sceis.sc.gov/location.aspx?id=2>

To request registration, complete the form at the following link:

<https://www.surveymonkey.com/s/WVRCYT3>